

**REQUEST FOR REGISTRATION  
OF A PROTOTYPICAL LENGTH OF SERVICES AWARD PLAN**

(LOSAP FORM 07141789)

THIS FORM MUST ACCOMPANY ANY REQUEST FOR THE REGISTRATION  
OF A PROTOTYPICAL LENGTH OF SERVICES AWARD PROGRAM PLAN

THE COMPLETED REGISTRATION FORM SHOULD BE RETURNED TO:

LOSAP REGISTRATION  
Bureau of Local Management Services  
Division of Local Government Services  
PO Box 803  
Trenton NJ 08625-0803

Phone: 609.984.2105

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FOR USE BY THE DIVISION OF LOCAL GOVERNMENT SERVICES

APPLICANT:

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CERTIFICATION

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PLR // LOCAL ENTITY

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RECEIVED

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APPROVED

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IDENTIFIER

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## I. APPLICANT INFORMATION

Applicant:

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Contact:

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Position/Title:

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Phone:

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FAX:

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Address:

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## II. APPLICANT TYPOLOGY

The provider of the proposed Length of Services Award Plan Document is:

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Insurance Company

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Mutual Fund Company

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Other (Specify)

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## III. ACTION REQUESTED

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Pursuant to by N.J.A.C. 5:30-14.55, this is a request for the registration of a Length of Services Award Plan Document based upon submission of an opinion of counsel indicating that the funds contributed for the benefit of the volunteers shall not be taxable for the purposes of the Internal Revenue Service until the actual receipt of such funds by the volunteer due to retirement, termination after vesting, death or disability. Attach a copy of the Opinion.

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Pursuant to by N.J.A.C. 5:30-14.56, this is a request for the registration of a Length of Services Award Plan Document based upon a request for a Private Letter Ruling from the Internal Revenue Service. The request is based upon a Plan with:

(Insert name of local entity.)

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The following information must be submitted when a request has been submitted for a Private Letter Ruling:

1. A copy of the Request for a Private Letter Ruling file with the Internal Revenue Service.
2. A copy of an acknowledgment of a receipt of the Request for a Private Letter Ruling by the Internal Revenue Service.
3. A copy of the Private Letter Ruling when received from the IRS.

### III. INVESTMENTS

Identify the type(s) of investment option which will be offered to sponsoring agencies pursuant to N.J.A.C. 5:30-14.19.

- ☐ Individual or Group Annuity Contracts, whether fixed or variable.
- ☐ Life Insurance Contracts, whether fixed or variable.
- ☐ Interest bearing accounts or securities, in which savings banks of New Jersey are authorized to invest.
- ☐ Mutual Funds Shares
- ☐ State of New Jersey Cash Management Plan

#### IDENTIFY THE SPECIFIC INVESTMENTS BY NAME

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### IV. BONDING AND INSURANCE

N.J.A.C. 5:30-14.45 requires that a contractor providing a Prototypical Length of Services Award Plan post a bond to protect the plan and the employees from any loss resulting from fraud or dishonesty by the contractor. The contractor also must provide evidence of appropriate liability insurance and errors and omission insurance. Documentation must be submitted with this request for registration

### V. PROMOTIONAL MATERIAL

Submit a copy of all promotional material that is provided to perspective employers and employees. This should also include a statement of applicable fees and charges.

### VI. PARTICIPANT AGREEMENT

Submit a copy of the Agreement to be executed by the employee in order to participate in the Length of Services Award Plan.

## VII. INVESTMENT CERTIFICATION

The Length of Services Award Plan Investment Certification Form must be completed and submitted as part of the application for registration.

## VIII. PLAN DOCUMENT RULES REFERENCE

The Rule Reference portion of the registration package identifies the subchapters of the Length of Services Award Program Rules applicable to the Length of Services Award Plan Document. Under the heading of PLAN DOCUMENT REFERENCE, identify, as appropriate, the page and section number where the referenced information may be found in the Plan Document.

N/A should be used to identify any section that is not applicable

## PLAN DOCUMENT RULES REFERENCE

RULE REFERENCE N.J.A.C. 5:30	SUBJECT	LOCATION IN DOCUMENT
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## DEFINITIONS

14.1	Definitions	

## ENROLLMENT

14.18	Participation Agreement	

## INVESTMENTS

14.19	Eligible Investments	
14.22	Timing of Investments	

## INSTITUTION OF A PROTOTYPICAL LENGTH OF SERVICES AWARD PLAN

14.24	Uniform System of Accounting	
14.25	Adoption of a Length of Services Award Plan	
14.26	Sponsoring Agency Retaining Funds	
14.27	Responsibility of Administration	
14.28	Conflict of Interest	
14.29	Non-Collusion	
14.30	No Personal Liability	

DATE	SUBJECT	LOCATION IN
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REFERENCE N.J.A.C. 5:30		DOCUMENT
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14.31	Termination of Plan	

#### PLAN AMENDMENT

14.32	Reasons for Amendment	
14.33	Notification of Amendment	
14.34	Plan Amendment	

#### THE LOCAL PLAN ADMINISTRATOR

14.35	Responsibilities of the Local Plan Administrator	
14.36	Document Retention	

#### THE CONTRACTOR

14.38	Ban on Solicitation Prior to Award of Contract	
14.39	Insurance Companies	
14.40	Mutual Fund Companies	
14.41	Nonprofit Corporations	
14.42	Banking Institutions	
14.43	Nondiscrimination	

DATE	SUBJECT	LOCATION IN
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REFERENCE N.J.A.C. 5:30		DOCUMENT
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14.45	Bonding and Evidence of Insurance	
14.46	Provision for Rule to be Part of Plan	
14.47	Annual Report	

#### **ACCOUNTING PROCEDURES**

14.48	Pooling of Funds	
14.49	Review	
14.50	Return to Participants	
14.51	Participant Records Confidential	
14.52	Plan Records	
14.53	Status of Funds	

# LENGTH OF SERVICES AWARD PLAN

## INVESTMENT CERTIFICATION

This is to certify that the investment offered by the

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for a Prototypical Length of Services Award Plan administered by a sponsoring agencies in New Jersey pursuant to N.J.S.A. 40A:14-183 et seq. comply with the investment requirements established pursuant to N.J.S.A. 43:15B-3C.

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(Signature of Authorized Representative)

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(Name Typed)

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(Position/Title)

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(Date)